

Chapter 16

Letter and Application Writing

A letter is defined as a piece of writing that gives the detailed information. Letters are the oldest form of conveying ideas, message or thoughts. These are written in easy style using colloquial language.

Some Specimen letters and applications

1. An application to the principal of your school asking for leave of absence for two days.

B-7, Surya Model School

Varanasi

15 July 20 x x

Subject : Application for leave

Madam,

With due respect, I would like to state that I was suffering from fever. I was under the treatment of a doctor. He had advised me complete bed rest for two days.

Kindly grant me leave for two days, I,e. 21 and 22 July 20 x x.

Yours obediently,

Mohit